



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

October 7, 2003

Calvin Chuck Ching, Treasurer  
Friends of Matt Matsunaga - Congress  
47-500A Waipapai St.  
Kaneohe, HI 96744

Response Due Date:  
November 6, 2003

Identification Number: C00383562

Reference: 30 Day Post-Special Report (12/16/02-1/24/03)

Dear Mr. Ching:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Your committee failed to file a Post-Election Detailed Summary Page. The Post-Election Detailed Summary Page must be used in lieu of the Detailed Summary Page and Line Numbers 6-7 of the Summary Page for the first report filed after completion of the election cycle. The Post-Election Detailed Summary Page can be downloaded from the FEC web site ([www.fec.gov](http://www.fec.gov)). Please amend your report to include a Post-Election Detailed Summary Page. (11 CFR §§ 104.2(a) and 104.3)

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in an election cycle. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.